

CLASSIFICATION: EMPLOYMENT COUNSELOR TRAINEE

Class Code: 4065-17

Date Established: 9-14-64

Occupational Code: 7-7-3

Date of Last Revision: 9-1-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To provide vocational counseling services to students and applicants with needs in vocational choice, change, or job suitability.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Evaluates educational and vocational interests and aptitudes of individuals to determine suitable vocational goals
- Administers interest and aptitude tests to applicants to indicate potential vocational strengths and abilities.
- Contacts supportive services to arrange referrals or to obtain information relative to counselees.
- Maintains a counseling caseload and prepares monthly reports on counseling services to track counselee progress.
- Conducts job search workshops following prescribed procedures in order to increase job search skills for job seekers.
- Attends group and individual training sessions in order to increase levels of competency and to increase awareness of employment trends and needs.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require a significant investment of time and resources to detect.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

Complexity: Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university including or supplemented by twelve (12) semester hours in personnel administration, tests and measurements, counseling, guidance, human relations or other courses related to Counselor preparation.

Experience: One year of experience as an Interviewer I or Interviewer Trainee or similar interviewing and placement experience.

License/Certification: Possession of a valid New Hampshire driver's license and/or have access to transportation for statewide travel.

SPECIAL REQUIREMENTS:

1. For appointment consideration, Employment Counselor Trainee applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.
2. Must be willing and will be required to pursue courses(s) of study financed by N.H. Employment Security to obtain the mandatory 12 semester hours to qualify as an Employment Counselor.

RECOMMENDED WORK TRAITS: Knowledge of the principles and techniques of vocational counseling and individual appraisal including interviewing, occupational testing and the evaluation of personal traits. Knowledge of community resources to increase the employability of applicants. Knowledge of industrial psychology including such concepts as aptitude, motivation and interests. Ability to work effectively with individuals and representatives of community organizations. Ability to conduct information seeking interviews. Ability to communicate effectively. Ability to establish and maintain effective personal relationships with applicants, federal state and local officials and fellow employees and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.